



Job Description

Position / Job Title:	Portfolio Governance and Benefits Manager
Ref:	777
Location/Building: Studland House –	<i>expected to work at other BU locations as required</i>
Faculty/Professional Service:	Office of the Vice-Chancellor
Group/Section:	Strategic Change Team
Normal Hours per Week:	37
<i>Minimum of 2 days per week on BU Campus</i>	
<i>Some flexibility will be required in order to ensure that key time scales and deadlines are met.</i>	
Grade:	8
Accountable to:	Head of Strategic Change
Responsible for or supervises:	A team of subject matter experts

Job Purpose

At Bournemouth University, we believe that to learn is to change. The BU2035 Delivery Team exists to help the University move confidently from strategic ambition to real, lasting change. We're helping to shape how the institution evolves over the next decade and beyond. As our new Portfolio Governance and Benefits Manager, you will play a central role in making our strategic and digital change programmes effective, assured and impactful.

This role sits at the heart of the BU2035 delivery function and focuses on how change is governed, prioritised, supported and measured across the University. You will work with senior leaders, programme sponsors and delivery teams to ensure that projects and programmes are set up well, governed proportionately and focused on delivering real benefits. You will bring clarity to complex change, helping the organisation make confident, evidence-based decisions and learn from delivery as we go.

Enabling BU to perform and transform.

You will lead a specialist team, shape ways of working rather than simply follow them, and act as a trusted partner to colleagues navigating change.

In your role, you'll:

- lead the development and continuous improvement of portfolio, programme and project governance and assurance arrangements, ensuring they are consistent, proportionate and aligned to BU2035 priorities and values.
- provide clear oversight of programme and project performance, drawing together insight on progress, risks, dependencies, schedules and costs so that leaders have a reliable and joined-up view of delivery.
- lead the University's approach to benefits management across the BU2035 portfolio, supporting teams to define benefits clearly, track them throughout delivery and ensure they are realised and sustained over time.

- oversee the production of high-quality portfolio and programme reporting, using data from M365, Power BI and other systems to create clear, accessible and decision-ready information.
- manage governance workflows and documentation, ensuring that business cases, cases for change and papers progressing through boards and assurance routes are clear, consistent and support effective decision making.
- maintain oversight of risks, issues, actions and dependencies across the portfolio, supporting early identification of challenges and timely escalation where delivery outcomes may be at risk.
- co-ordinate and support procurement activity within programmes, working with Finance, Procurement and Legal colleagues to ensure supplier engagement aligns with governance, assurance and delivery plans.
- enable sponsors, programme managers and project managers to fulfil their roles effectively, offering guidance, coaching and practical support that makes governance and assurance constructive rather than burdensome.
- line manage and develop a team of project support and portfolio professionals, setting clear expectations, supporting learning and development, and fostering a culture of accountability, collaboration and continuous improvement.
- actively contribute to building the University's capability to deliver change, championing learning from experience and helping embed good practice across BU.

About you:

- Demonstrable experience of working in a complex portfolio / programme / project environment.
- Proven experience leading portfolio, programme or project governance and assurance frameworks.
- Experience providing senior-level oversight of delivery performance.
- Experience of benefits management.
- Strong risk, issue and dependency management experience.
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- Proven people leadership experience.
- Experience managing budgets and providing portfolio financial forecasts.

Organisational Structure:

The role forms part of the BU2035 Delivery Team.

Reporting to the Head of Strategic Change, the post has direct-line management responsibility for a team of Project Support Officers and other subject matter experts.

Contacts

Internal and external, including level

Type		
Internal:	Occurrence	Example
Programme or Project Board	Monthly	Progress reporting, financial updates, issue escalation
Sponsor and UET	Regular (weekly)	Progress reporting, financial updates, issue escalation. Recommend decisions relating to the delivery of the programme including advice and guidance on change management aspects.

Project Stakeholders	Regular (weekly)	Project updates, issue resolution and request resource and input.
Project Team	Regular (daily)	Allocate work, check progress, lead, motivate and inspire.
Legal, Procurement and Finance Departments	Regular (weekly)	Programme set-up, tendering and procurement processes, budget reviews
BU Strategic Change Team	Regular (daily)	General project communication and reporting. Issue resolution. Development of project methodology, governance and best practice.
BU PM Community including academic schools & other internal project teams	As required	General project communication, provide escalation point and resolve issues. Project methodology and governance. Opportunities for student placement, mentoring and coaching.
BU Colleagues	As required	General project communication, provide escalation point and resolve issues. Advice and guidance around PM and BA best practice
External:		
External suppliers and agencies	Regular (daily)	Negotiate project requirements and delivery schedules, review progress on contracted project delivery, procure project resource, escalate and resolve issues. Tendering and procurement of solutions.
Partner Institutions	As required	Stakeholder engagement, ascertain requirements.
Other HE Establishments	As required	Review best practice across the sector by using all available resources such as participating in conferences, general networking, utilising online resources.
Professional Organisations	As required	As part of an overall commitment to Continuing Professional Development, understand evolution within Best Practice and influence enhancements to BU's change management methodology.

Information Governance Responsibilities

Data User

- I. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Data Steward

- I. Inspect, manager and monitor Information Governance compliance within their area.
- II. ii. Identify and manage data protection risks for the data used within their team/function.
- III. Supervise what data is stored where, in what format and its quality throughout its lifecycle through to its appropriate deletion/destruction.
- IV. Ensure access is provided where there is a clear justification and removed when it is not required.
- V. Ensure appropriate safeguards are in place to protect data (e.g. physical and technical controls, and local processes and procedures are development, implemented, followed and regularly reviewed).

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

June 2026



Person Specification

Position / Job Title:	Portfolio Governance and Benefits Manager
Position No:	TBC
Faculty / Service:	Office of the Vice-Chancellor
Date:	16 June 2026
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Degree or equivalent qualification in a relevant subject or appropriate level of professional expertise	E
Relevant professional qualification in Project Management or related discipline or relevant demonstrable professional experience.	E
Experience of Programme & Project Management and Delivery (values circa £1m)	E
Track record of successful management and change of complex processes	E
Track record of successful day to day management of multi-disciplinary teams	E
Experience of managing budgets and realising significant benefits	E
Demonstrable experience of engaging and managing external suppliers / consultants as part of project delivery.	E
Knowledge and experience of management techniques for achieving process and quality improvements	E
Experience of delivering complex projects in the HE sector or equivalent large public sector organisations.	E
Experience of working in HE in a relevant senior role and detailed knowledge of the HE sector.	D
Skills	
Highly developed interpersonal, negotiation, influencing and communication skills: ability to interact effectively with a range of stakeholders including staff at all levels, students and external organisations.	E
Ability to translate a customer vision into a supporting business case and project plan.	E
Strong analytical skills; ability to evaluate complex issues often with incomplete information and to devise effective, workable solutions.	E
Effective business skills such as planning, financial management and communications.	E
Demonstrable ability to lead and inspire multi-skilled teams.	E
Excellent verbal and written communication skills.	E
Attributes	
Ability to work proactively and independently whilst contributing effectively as part of the team.	E
Demonstrable ability to handle a range of activities to tight and varied timescales, working flexibly under pressure.	E
Motivated to achieve the requirements and demands of the role.	E
Commitment to continuing professional development.	E
Commitment to delivering Service Excellence.	E
Positive attitude towards safeguarding	E